

FY2007 Defense Authorization & Appropriations Instructions

The staff of the Office of Senator Bill Nelson of Florida requests that you complete and submit this form for your defense related funding interests *by March 13th*. This form is not required by either the Senate Armed Services Committee or the Defense Subcommittee of the Senate Appropriations Committee. The Defense Authorization and Appropriation Request Form helps the Senator's staff to accurately and efficiently compile budgetary, technical, descriptive, and justification information about constituent defense-related assistance requests. In the Congressional Defense Authorization and Appropriation process the committees place a high premium on the technical accuracy of each request. This means that precise account information, such as agency, accounts, titles, line numbers and program element numbers are important in ensuring that if additional funding is provided, it goes into the correct account for the correct purpose, thus smoothing the way for obligation and expenditure. Additional funding provided but in the wrong account or line is very difficult, sometimes impossible, to correct once authorized or appropriated. Your willingness to participate in this process is appreciated.

The Form:

Section One is fairly standard information regarding the constituent requesting the Senator's assistance and any representation that they may use. This contact information is necessary in case there are questions regarding any part of the request.

Section Two is the most important part of the form. Accurate and complete budgetary technical information provided here ensures that if additional funding is provided, it goes into the correct account for the correct purposes. The Services or Agency that would supervise the execution of the program for which you are requesting assistance is in the best position to help you work through this information.

"Project" is your name for the project, or the name by which you want the project specifically identified. This may be the name by which the funding agency also knows the project.

"Proposed Funding Agency": Service (Army, Navy, Air Force or Marines) or DoD Agency that has budgetary execution responsibility for the account within which you are requesting assistance.

"Budget Account Title": Typically one of the four main accounts: Personnel, Operations & Maintenance (O&M), Procurement (i.e. Aircraft Procurement, Missile Procurement, Other Procurement, etc.), or Research, Development, Test and Evaluation (RDTE).

"Budget Line Number": The Congress authorizes and appropriates at what is known as the O-1 (O&M), P-1 (Procurement), or R-1 (RDTE) level. Each line of the budget typically has an identifying line number within each account. This information is available in the DoD budget request justification materials available online <http://www.senate.gov/cgi-bin/exitmsg?url=http://www.dtic.mil/comptroller/>.

"Line Title": The title of the line corresponding to the account line number.

"Program Element Number": RDTE programs have a seven-digit identification number. Use all seven digits (i.e. 0603444) and any other project alpha-numeric identification elements that will help specify your program or project.

"Is this Program/Project funded in the President's budget request?" – "If yes, \$": Your program or project is either fully funded in the request ("Yes"), partially funded ("Yes") or unfunded ("No"). If YOUR SPECIFIC PROJECT is fully or partially funded, indicate how much funding is provided in the President's request. Please use thousands of dollar figures (i.e. \$3,000 not \$3M). If your program/project is unfunded then leave the dollar box empty.

“Additional funding (above the pending President’s budget) you are requesting”: If your request is fully funded and you are NOT requesting additional funds, then enter “Support President’s Request”. If you are requesting additional funds above the President’s request (even if the request is zero) enter that additional amount in thousands of dollars (i.e. \$3,000 not \$3 million).

“Is the project in a Service Chief’s Unfunded Priority or Unfunded Requirements List?”: Each year the Service Chiefs are asked by Congress to provide their priorities for programs or projects that were left unfunded in the President’s Budget Request. The committees use these lists to prioritize how additional funding, if available, will be used to meet military requirements. Committee leadership also uses these lists as a check on the rationale and relevance of member requests. Your programs’ or projects’ inclusion on a UPL/UFL increases the probability of success in gaining additional funding. Details about these lists are available from the Services.

“If yes, Ranking:” and “Amount \$”: Obviously, a program or project with a higher ranking on a Service Chief’s UPL/UFL has a better chance of success. The Amount should reflect the funding identified in the UPL/UFL for your specific program/project.

“DoD or Service Program Manager [point of contact] POC (PM)”: Typically the officer or DoD civilian responsible for planning and managing the release of funds and overseeing the execution of the program or project for which you are requesting assistance.

“DoD POC/Advocate for Additional Funding”: There may be someone else in DoD or a Service who can help articulate the value of the program or project for which you are requesting assistance.

Descriptive and Justification Boxes. Note that you do not need to limit yourself to the apparent space available in the boxes. The electronic submission will capture everything that is entered in the box even if it is not graphically visible. For many constituents, this may merely be a cut a paste from existing information/justification papers already in use. We should not have to try to interpret your justification for the defense committees. Justification needs to be clear, direct, coherent and tied to a military requirement.

“Official DoD or Service Requirement (cite official requirement documents; email or fax copies if available or preferred)”: The DoD acquisition process typically connects a procurement or research program to a military requirement for the product or research. Operations or Research staff elements within the Department and Services are responsible for developing these “requirements” and documenting them for acquisition managers and funding prioritizers. These documents are called Initial Capabilities Documents or Operational Requirements Document. Programs or projects for which there are no official Army, Navy, Air Force or DOD level military requirements documented are at a disadvantage for additional funding.

“Purpose/Justification of Additional Funding”: This is your articulation of a justification for additional funding for the program or project. This could be as simple as “increasing the quantity” or “accelerating” the procurement of systems that are already requested in the current budget or a future procurement scheduled to start in future years. This could be as complex as making a case for funding a program or project for which there is nothing requested in the budget and for which there is no official military requirement documented.

“Specific proposed Bill and/or Report Language requested”: Requests are often accompanied by Report or Bill language that specifically lays out for DoD the purpose of additional or earmarked funds in the authorization or appropriation. For example, “...an addition \$3,000,000 is provided only for the procurement of widgets for naval aviation training...” This may be necessary for clarification (typically found in Report Language) or direction (typically found in Bill Language has the force of law).

“Industrial, Academic or Government Partners”: With whom you are working, or from whom you have requested additional funding for your program or project.

“Project/Program Funding History (from current year backward)”: Indicate how much support you have received for each of the last four years ONLY for your program/project. Leave blank if this is the first year of your request. If you received a Congressional add/earmark in any of these years, enter the amount in whole dollars (i.e. \$3,000,000 not \$3,000K) in the appropriate column(s). For any year you received an add, complete all columns for that year indicating zero if funding was not provided.

Use the Notes section to provide any Congressional Language relative to this program in previous years. If the Defense Committees included any language (Bill or Report) relative to your specific program or project in previous years, include that language or a clear citation to that language here.

Although we do not ask for it on this form, requestors should be prepared to provide additional information regarding:

“Detailed Cost (how funding will be used) for FY requested”: For a simple procurement this is not usually relevant, so long as the quantity is identified above. For a RDTE project or program, we would like to see a breakout of how funding will be used (i.e. software development, equipment procurement, program management, etc.).

“Schedule of Significant Events, Milestones, decisions, etc. (If S&T [Science and Technology] include planned technology demonstration”: In this instance we are looking for a clear picture of where this project or program is heading over time. The time horizon is up to you, but should accurately reflect your long-term intent for program/project completion.